

## Linking Other Service Contacts to a Party

### Link other service contacts to a party



Only case participants not listed in the case party record (e.g., probation officers or guardians ad litem) should be listed under Other Service Contacts.

1. Click **File into Existing Case**.
2. Enter the **MNCIS case number**.
3. Click **Search**.
4. Click **Actions** across from the case number.
5. Select **View Service Contacts**.
6. Click **Actions** across from the Service Contact name.
7. Select **Link Parties With Contact**.
8. Check the **box** next to the party name.
9. Click **Close**. The name will now appear listed below the correct party.



For more information regarding service contacts, see the Quick Reference Guides on [www.mncourts.gov/efile](http://www.mncourts.gov/efile) on the eFile and eServe Training tab under the Training Materials section.

**Filer Dashboard**

My Filing Activity

- Pending
- Accepted
- Returned
- Drafts 1
- Served

[View All](#)

New Filing

[Start a New Case](#) [Use a Template](#)

**1** [File into Existing Case](#)

Need help getting started?

**File Into Existing Case**

Case Number

04FA1 **2**

**3** [Search](#) [Clear Search](#)

**File Into Existing Case**

Case Number	Location	Description	Case Type
04-FA	County	In the Marriage of	Dissolution with Child

Back to Search

**4** **5**

Service Contacts: 04-FA

Name	Email
<b>Party: Train Langyl - Petitioner</b>	
Attorney One	b@gmail.com
<b>Party: Train Langyl - Respondent</b>	

**6** **7**

**8** **9**

Link Attorney One to Parties

Party Type	Party Name
<input checked="" type="checkbox"/> Plaintiff	Party One

1 - 1 of 1 items

[Close](#)